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Special Report

The "Do's and Don'ts" of Creating Good Passwords

PASSWORDS

The Key to System Access

A password isn't just a key to system access, it's YOUR KEY to system access. Each time your password is used to access the system, records are maintained indicating YOU logged on, the time YOU logged on the system, what YOU accessed, how long YOU accessed information and any breaches of security created by YOU (i.e., accessing information with no authority, etc.). As your personal identification for system access and privileges, your password should always be protected from unauthorized access, use or misuse.

Three easy to follow steps will prevent your password from being compromised and or misused:

1. *Create a "good" password*. Use the suggestions provided in this report.
2. *Protect your password*. As your personal secret, it should be protected at all times.
3. *If you believe your password has been compromised*, or that someone else is using it, *immediately report your suspicions* to the ISSO/ISSR.

Creating Passwords

• **DO NOT** (what not to do when creating a password)

- •Don't use your login name in any form
- •Don't use your first or last name in any form
- •Don't use your spouse's or child's name
- •Don't use other information easily obtained about you (license plate numbers, telephone numbers, social
- •Don't use a word contained in (English or a foreign language) dictionaries, spelling lists, or other lists of words
- •Don't use a password shorter than 8 characters.

Creating Good Passwords

• **DO**

When creating your password, think of it as an access code rather than a "word".

- •Use a password with mixed-case alphabetics
- •Use a password with nonalphabetic characters, e.g., digits or punctuation
- •Use a password that is easy to remember, so you don't have to write it down.
- •Do use a password that you can type quickly, without having to look at the keyboard. This makes it harder for someone to steal your password by watching over your shoulder.
- •Choose a line from a song or poem, or make up a sentence. Use the first letter from each word. For example "**M**y **d**og **h**as **5** **f**lea**s**" becomes **Mdghs5fs**.
- •Alternate between one consonant and one or two vowels, up to eight characters. This pr nonsense words th e usua nceable, and thu easil mbered. Example outboo", "quad

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Tim Davis